Title: Entry Department Data Entry Clerk

Working Dates: May through August, start and finish dates are negotiable.

General Description: The position of Data Entry Clerk reports to the Entry Department Manager. This position is responsible for performing data entry and general office tasks related to the Entry Department.

Responsibilities:

1. Processing of Fair entries.
2. Proofing of Fair entries.
3. Copying and filing entry forms.
4. Opening and coding incoming mail.
5. Checking off award orders as they arrive.
6. Assisting with exhibitor mailings.
7. Entering judging results.
8. Correcting livestock programs.
9. Performing other duties as assigned by the Entry Department Manager.

Qualifications: The incumbent must be 18 years of age or older, have good keyboarding skills and be able to work extended hours including Saturday and Sunday when needed. Regular work hours are 8:00am to 5:00pm.

Pay: $7.50 per hour